

VACANCY – TRAINING DEPARTMENT

An opportunity has become available for a **Programme Manager- Fire & Rescue and Health & Safety**, reporting to the **Training Manager**. The successful incumbent will be based at Lanseria International Airport.

AREAS OF RESPONSIBILITY AND REQUIREMENTS INCLUDE, BUT ARE NOT LIMITED TO:

- Liaise with Training Manager on all training aspects.
- Liaising with the internal departments regarding training requirements.
- Liaising with external clients regarding external training requirements and quotations.
- Dealing with telephone enquiries.
- Completion of course documentation of student training:
- Presentation of various training courses.
- Assessment of examinations.
- Moderation of examinations.
- Development of training manuals.
- Development of course presentations.
- Completion of attendance registers.
- Dealing with enquiries of internal and external clients.
- Assisting instructors with course development.
- Advertising and marketing.
- Travelling for training into Africa and possibly overseas.
- Conducting practical activities and assessments.
- Will be required to apply for and complete SAESI Accreditation
- Will be required to complete the moderator qualification if they do not have it currently.

PRIMARY QUALIFICATIONS, SKILLS & EXPERIENCE:

- Must be competent in Microsoft excel, Microsoft Word, Microsoft PowerPoint, and Microsoft Teams.
- Must be an accredited Facilitator and Assessor.
- Moderator qualification is beneficial.
- Minimum 3 years' experience in Fire and Safety Training Environment.
- Must be able to communicate with people at all levels.

Must be competent in presenting the following courses:

1. First Aid Level 1-3
2. Basic Fire Fighting
3. Intro to Health and Safety
4. Fire Marshall
5. Breathing Apparatus
6. Fire Officer 1
7. Fire Officer 2
8. Firefighter 1
9. Firefighter 2
10. Hazmart Awareness
11. Hazmat Operations
12. Aircraft Rescue and Firefighting
13. Pump Driver/Operator

Beneficial additional courses:

14. SHE REP
15. Working at Heights
16. Advanced Aircraft Rescue Firefighting

APPLICATIONS

Applications with a covering shortened CV must be submitted to Careers@lanseria.co.za
by the closing date of **23 January 2024**.

Internal and External candidates will be considered. No late applications will be accepted.
Should candidates not be notified of the outcome of their applications within 7 days of
closing date, they should please regard their applications as unsuccessful.

Lanseria International Airport is an equal opportunity and affirmative action employer.